

## TRAINING & CERTIFICATION PROGRAM QUESTIONNAIRE

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

E-mail # \_\_\_\_\_

\_\_\_\_\_

Language (s): \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_

### **GENERAL EDUCATIONAL BACKGROUND**

1. Are you a college graduate? YES \_\_\_\_\_ NO \_\_\_\_\_

2. If YES, please give the following information:

Degree(s)\* \_\_\_\_\_

Year of graduation \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Institution \_\_\_\_\_

**\*PLEASE, ATTACH OFFICIAL COPIES OF TRANSCRIPTS OR DIPLOMA(S)**

3. Have you ever taken legal courses? NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, where? \_\_\_\_\_ Date(s) \_\_\_\_\_

Did you receive a degree? If yes, what degree?

\_\_\_\_\_

Please describe content of the course(s):

\_\_\_\_\_

\_\_\_\_\_

## **LANGUAGE PROFICIENCY BACKGROUND**

### **ENGLISH**

4. Please describe your English proficiency level by selecting one of the following categories:

<b>Written</b>	Advanced, with only minor mistakes	Professional translator level
<b>Oral</b>	Advanced, with only minor mistakes	Native-like level

### **Please describe in detail your English language education:**

Include academic courses completed, English as a Second Language programs attended, degrees received, use at home and or work, years speaking and writing in English, ongoing education, etc.

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### **OTHER LANGUAGE(S)**

5. What language(s) other than English you are most qualified to interpret?  
Did you learn this language or these languages in school or at home?  
Please indicate below for each language:

**Language 1** \_\_\_\_\_

☐

Home

☐

Elementary or High School level. Please specify:

\_\_\_\_\_

☐

College. Level?: \_\_\_\_\_

☐

Adult Education Program: \_\_\_\_\_

6. Have you lived in a country where this language was an official language, or was spoken by most of its citizens?

If YES, where did you live? \_\_\_\_\_  
for how long? \_\_\_\_\_  
how long ago? \_\_\_\_\_

**Language 2** \_\_\_\_\_

☐

Home

☐

Elementary or High School level. Please specify:

\_\_\_\_\_

☐

College. Level?: \_\_\_\_\_

☐

Adult Education Program: \_\_\_\_\_

7. Have you lived in a country where this language was an official language, or was spoken by most of its citizens?

If YES, where did you live? \_\_\_\_\_  
for how long? \_\_\_\_\_  
how long ago? \_\_\_\_\_

### **INTERPRETATION BACKGROUND**

8. Have you ever received any formal training in interpretation? YES\_\_\_ NO\_\_\_

If YES, please give name(s) of institution(s) and date(s):

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Describe in detail the training received:

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Did you receive a certificate or degree? (Please specify)

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9. Have you ever worked as an interpreter? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please indicate: **name and address** of institution(s), organization(s),  
**dates of service**, and **salary or pay rate**:

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### **TRANSLATION BACKGROUND**

10. Have you ever received any formal training in translation? YES\_\_\_ NO\_\_\_

If YES, please give name(s) of institution(s) and date(s):

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Please, describe in detail the training received:

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Did you receive a certificate or degree? (Please specify)

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11. Have you ever worked as a translator? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please indicate: **name and address** of institution(s), organization(s),  
**dates of service**, and **salary or pay rate**:

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12. Describe the type of documents you have translated (**include samples**):

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13. Please describe your prior experience in the area of human or legal services in which you may have used your interpretation and/ or translation skills?

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14. Please answer the following question:  
In a trial situation you are the interpreter for a Non-English speaking witness. When responding to a question posed by the prosecutor the witness gives an answer that you know is wrong based on prior interviews with that same witness. What do you do?

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15. Please write a short biographical sketch highlighting the experiences you feel qualify you to work as a court interpreter. (You can write here or attach a typed page.)

16. Please provide three professional references who can be contacted regarding your interpretation and translation experience or other professional experience:

1. NAME \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

2. NAME \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

3. NAME \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date Completed**

*Please mail questionnaire to:*

**Office of Court Interpreter Services**  
**Two Center Plaza, 9<sup>th</sup> Floor**  
**Boston, MA 02108**  
*Attention Training Manager*

**FOR OCIS USE**

DATE RECEIVED: \_\_\_\_\_

- RESPONSE: (1) Applicant meets minimum requirements.  
Questionnaire will be filed for future reference.
- (2) Applicant does not meet minimum requirements.
- (3) Applicant meets minimum requirements and language(s) needed now.  
Interview scheduled for: \_\_\_\_\_

RESPONSE MAILED ON: \_\_\_\_\_